

MISSOURI ARTS COUNCIL
ARTS EDUCATION PROGRAMS
School Touring Program Guidelines and Application
For Programs Occurring July 1, 2004 – June 30, 2005



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GENERAL INFORMATION

BACKGROUND AND GOALS

The Missouri Arts Council (MAC) – as public leader, partner and catalyst – is dedicated to broadening the appreciation and availability of the arts in the state and fostering the diversity, vitality and excellence of Missouri's communities, economy and cultural heritage.

The School Touring Program was created to encourage the presentation of quality arts performances in schools.

WHAT WILL BE FUNDED

The School Touring Program subsidizes the artistic fees for school assembly performances, and related master classes, workshops and lecture demonstrations, but not additional costs associated with the performance. The artistic fee is the negotiated fee for the artist or performing arts group, *and should include all related travel and per diem expenses.*

Artists appearing on MAC's 2002 - 2004 touring roster, which includes current Kansas City and St. Louis Young Audiences rosters, and Missouri artists on the Artists in Residence roster, are eligible. Contact the MAC office for rosters.

Although a performance located near the artist's home may be funded, **priority funding** will be given to performance locations that are distant from the artists' traditional service area.

Artists planning to book school touring performances must provide performance study guides. These guides should assist teachers preparing students for the performance experience and/or as a follow-up to the performance. *A copy of the study guide must be submitted as an attachment with the application.*

WHO CAN APPLY

This program is open to all Missouri public school districts and private schools, nonprofit organizations, especially small and rural-based, and colleges and universities. All nonprofit organizations must meet the following criteria to apply:

1. Missouri-based
2. Tax-exempt, as determined by the Internal Revenue Service (IRS), or in possession of proof of application for IRS tax-exempt status prior to the Council application deadline
3. Incorporated as nonprofit with the Missouri Secretary of State

APPLICATION DEADLINE

The first deadline will be July 1, 2004, for school performances beginning in September 2004. Subsequent applications must be submitted at least twelve weeks, but no more than sixteen weeks prior to the start date of the activity.

Applications must be postmarked or delivered to the MAC office by 5:00 p.m. on the first Monday of the month. Applications not postmarked, or that are delivered after 5:00 p.m., will be considered in the next month. If the first Monday of the month is a State observed holiday, the following Tuesday will serve as the application deadline. Faxed applications are NOT accepted.

GRANT REQUEST

The maximum grant request is \$2,000. The minimum grant request is \$300.

MATCH REQUIREMENT

The applicant may request up to 60% of the artistic fee. Matching funds of 40% or more in cash are required. Sources of matching funds may include school district support, corporate support, fundraisers, PTOs and booster clubs.

APPLICATION LIMIT

Applicants may receive no more than two School Touring Program grants per year.

ABOUT FUND AVAILABILITY

There is a limited budget for school performances, and applications will be reviewed on a monthly basis as long as funds are available. School Touring Program funds are divided in half so that 50% is available for the first half of the year, July through December, and the remainder is available January through June. For updates on the availability of funds, please watch for notices in our monthly newsletter, *MACnotes*, or call the MAC office.

APPLICATION REVIEW PROCESS

The appropriate Program Specialist(s) will review the application in depth, using the evaluation criteria. The Program Specialist will contact the applicant if more information is needed to clarify the proposal.

In consultation with the Assistant Director for Programs, the Executive Director will forward the application with a recommendation for funding to the MAC Executive Committee for review. The Executive Committee will make a final vote on grant awards. This whole process will take eight weeks from the date of the application deadline.

After the approval of the grant, staff will send the applicant a notification letter and grant agreement, along with an invoice, and detailed instructions about managing the grant. Funds are not secured for the grantee until the grant agreement is signed and returned to MAC.

EVALUATION CRITERIA

School Touring Program grant applications are reviewed based on the following criteria:

1. The overall quality of the program, including a reasonable project budget.
2. The artistic quality of the program as evidenced by the artists involved.
3. The need for the program in the school and community.
4. The capability of the applicant to execute the proposed program.

APPLICATION INSTRUCTIONS

Applicants must submit an original application with the Compliance Statement signed in blue ink, and two copies of the completed application.

A. APPLICATION FORM

APPLICANT INFORMATION, FINANCIAL INFORMATION, MISSOURI ARTS COUNCIL FUNDING, AND PROGRAM INFORMATION

This section must be typed. Provide requested information when applicable. Public school districts see page 4 for exceptions.

B. PROGRAM DESCRIPTION

Must be typed on no more than 2 double-sided 8.5" x 11" pages, single-spaced in 12-point type with 1" margins.

PROGRAM LOCATION AND ATTENDANCE

1. Name every school where performances and workshops are scheduled.
2. Indicate the number of performances and the number of workshops scheduled for each school.
3. For each scheduled performance, describe the grade level and the anticipated number of students attending.
4. For each scheduled workshop, describe the grade level and the anticipated number of students attending.

PROGRAM NARRATIVE

1. Briefly describe the characteristics of the community and the sponsoring school/organization.
2. Has the school district used the School Touring Program within the past two years? If so, name the touring artists(s).
3. For this application, why was this School Touring Program selected? How will this activity relate to other school activities? How is it relevant to the curriculum?
4. What other arts activities (either funded by MAC or by other sources) have taken place in the school district in the past two years?
5. Describe the source(s) of the funds that will be used to match the grant. Examples include school district support, corporate support, fundraisers, PTOs and booster clubs.

C. PROGRAM BUDGET

The budget should include the cost of artistic fees, the MAC request amount (up to 60%), and the applicant match (at least 40%).

D. COMPLIANCE STATEMENT

Applications are not complete without an original signature from the authorizing official of the applicant organization. Read the compliance statement carefully. Applicants must have the authorizing official sign the application **in blue ink**. Signature on the compliance statement signifies intent to comply with all state and federal regulations.

REQUIRED ATTACHMENTS

Public school districts see page 4 for exceptions.

LIST OF BOARD MEMBERS

Provide a list of the applicant organization's board members, noting officers and including full home addresses.

LETTER OF INTENT

A letter of intent from the artist should identify the school, and include the school's contact person, address, phone number, fax, email, etc., number of performances and auxiliary activities, date(s), time(s), location(s), of performance(s), negotiated artist's fee, and a statement that a full contract including technical and publicity requirements will be executed to supplement this letter of intent.

STUDY GUIDE

A sample of the study guide provided by the artist.

FINANCIAL STATEMENT

Submit a financial statement for the applicant's most recently completed fiscal year.

NEW APPLICANTS

- Submit the applicant's IRS tax-exempt status letter or proof of application.
- Submit the applicant's Missouri nonprofit incorporation papers or annual registration form.

PUBLIC SCHOOL DISTRICTS

If the applicant is a public school district, some information and attachments are not required. See notes in section A. Application Form, under Applicant Information and Financial Information, indicating which items may be left blank.

Additionally, the following attachments are not required of public school districts:

- Umbrella Agreement letter
- Financial Statement
- Audit
- Letter of tax-exempt status from the IRS or proof of application
- Missouri nonprofit incorporation papers/annual registration

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A. APPLICATION FORM
APPLICANT INFORMATION

Legal Name (applicant)			
Address (IMPORTANT: used for all communication regarding this application)			
City		State MO	ZIP (9-digit)
County			
Contact Person	Title		E-mail Address
Business Telephone	Home Telephone		Fax
State Representative - Name & District #		State Senator - Name & District #	
US Congressional Representative - Name & District #		Federal Employer Identification Number	

Note: It is not necessary for Public School Districts to provide dates for the first four items.

Date Organization was established:

Date Organization was Incorporated:

Date IRS granted tax exempt status: _____ or Application date: _____

Has an annual registration report been filed with the MO Secretary of State's office?

No Yes Date filed: _____

Type of organization (*check one*):

arts organization

private school

community development

other: _____

public school district

university/college

chamber of commerce

(specify)

FINANCIAL INFORMATION

Note: It is not necessary for Public School Districts to complete the following.

Provide total operating income and expenses for the years indicated:

Most recently completed fiscal year ended: (month/year)

Income \$ Expenses \$

Budget for present fiscal year ending: (month/year)

Income \$ Expenses \$

SCHOOL TOURING PROGRAM INFORMATION

Period of Support: Start date: End date:

Artistic Discipline of Program:

Number of artists participating in proposed activities:

Number benefiting from the proposed activity:

Students Teachers & School Staff Others in community

B. PROGRAM DESCRIPTION (see page 3 for required information)

C. PROGRAM BUDGET (Round all enteries to the nearest dollar.)

Artist or Performing Group	Artistic Fees	Cash Match (40%)	MAC Request (60%)
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total	\$	\$	\$

D. COMPLIANCE STATEMENT – You must sign in **blue ink**.

“I attest that this application is made with the full approval of the board of directors. I agree to meet all administrative obligations of the program, if funded by the Missouri Arts Council, and that no state funds will be used to match Missouri Arts Council allocations.”

Signature of Authorizing Official

Print Name and Title of Authorizing Official



Funding for the Missouri Arts Council and its programs is provided by the Missouri Cultural Trust and the National Endowment for the Arts, a federal agency.